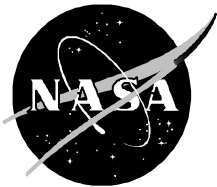# VERSION DESCRIPTION DOCUMENT

FOR THE

NASA PERSONNEL/PAYROLL SYSTEM

Software Release 7.3.1

PrISMS Contract

08/27/99

National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Huntsville, AL 35812

**VERSION DESCRIPTION DOCUMENT
FOR THE
NASA PERSONNEL/PAYROLL SYSTEM
SOFTWARE RELEASE 7.3.1**

Prepared by

Desiree Gaiser	08/27/99
Technical Lead	Date

Reviewed by

Jim Joyner	08/27/99	Jim Cofer	08/27/99
Agencywide IRM, HR	Date	Configuration Management	Date

Hector Garcia	08/27/99	Richard Bishop	08/27/99
Agencywide IRM	Date	DBA	Date

Prepared by

Computer Sciences Corporation, Contract NAS8-60000

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
GEORGE C. MARSHALL SPACE FLIGHT CENTER
HUNTSVILLE, ALABAMA

August 1999

VERSION DESCRIPTION DOCUMENT
FOR THE
NASA PERSONNEL/PAYROLL SYSTEM
SOFTWARE RELEASE 7.3.1

Approved by

	08/27/99
Sheila Fogle	Date
Consolidation Center Project Manager	

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
GEORGE C. MARSHALL SPACE FLIGHT CENTER
HUNTSVILLE, AL

August 1999

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APPENDICES

1.   <u>INTRODUCTION</u>

This Version Description Document (VDD) identifies the exact version of the National Aeronautics and Space Administration (NASA) Personnel/Payroll System (NPPS) software released for installation/implementation.

1. 1   IDENTIFICATION OF THE RELEASE

System Name – NPPS

Release Number –   Software Release 7.3.1

Release Effective Date – August 27, 1999

Release Implementation Date - September 1, 1999

The release datasets will be made available to the production support DBA for installation, at which time all centers will be notified that it has been installed.

1. 2   PURPOSE OF THE RELEASE

The purpose of this release is to implement the NPPS software allocated for this release.   The detailed description of the release is specified in Appendix C, Functional Change Validation Procedures.

1. 3   SCOPE OF THE RELEASE

The VDD provides the functional and technical user of NPPS with the following information regarding changes to the contents and status of the application, NPPS Release 7.3.1, including the following:

- Changes implemented since the last release

- References to other documents affected by this release

- Changes to application files and data formats

- Detailed software installation procedures

- Validation procedures to ensure the reliability of the software changes.

1.4 CONTACT POINTS

Sustaining Engineering Support for Agencywide Administrative Systems (SESAAS) provides sustaining engineering for NPPS through the NASA Automated Data Processing (ADP) Consolidation Center (NACC) Technical

Services Center located at Marshall Space Flight Center (MSFC). Questions regarding the function and/or the technical aspects as well as the installation of this release should be directed to:

The NACC Technical Services Center (use the following Key Words: SESAAS & NPPS)

       Telephone: (256) 544-6673

       E-Mail: james.joyner@msfc.nasa.gov

       FAX: (256) 544-1836

2.   FUNCTIONAL INFORMATION

This section includes details regarding functional changes, functional interfaces, critical issues, affected documents, and application system administration.

2. 1   FUNCTIONAL CHANGES

Please refer to Appendix C, Functional Change Validation Procedures, for a description of all functional changes related to this release. Appendix D, Installation Instructions, describes all PREDICT changes related to this release.

2. 2   FUNCTIONAL INTERFACES

Not Applicable

2. 3   CRITICAL ISSUES

Not Applicable

2. 4   AFFECTED DOCUMENTS

The following document is affected by this release:

NPPS System/Software Requirements Specification (SRS)

The modified page of this document will be distributed under separate cover.

2. 5   APPLICATION SYSTEM ADMINISTRATION

Not Applicable

3. <u>TECHNICAL INFORMATION</u>

This section includes details regarding technical system interfaces, data dictionary changes, software object changes, and database administration.

3. 1   TECHNICAL SYSTEM INTERFACES

Not Applicable

3. 2   DATA DICTIONARY CHANGES

Not Applicable

3. 3   SOFTWARE OBJECT CHANGES

Modified programs are specified in Paragraph 3.2 of Appendix D, Installation Instructions.

3. 4   DATABASE ADMINISTRATION

The specific database administration activities for NPPS 7.3.1 are detailed in Appendix D, Installation Instructions.

3. 4.1 Release Dataset Names

The datasets for Software Release 7.3.1 are included in the Introduction of Appendix D, Installation Instructions.

3. 4.2 Inventory of Objects

An inventory of objects is described in Paragraph 3.2 of Appendix D, Installation Instructions.

3. 4.3 Storage Considerations

Not Applicable

3. 4.4 Installation Procedures

Refer to Appendix D, Installation Instructions, for detailed installation procedures.

3. 5   OPERATIONAL PREPARATION

Refer to the procedures described in Section 3.4.4 for assistance in preparing for proper installation and operational use of the release.

APPENDIX A
ABBREVIATIONS AND ACRONYMS

ABBREVIATIONS AND ACRONYMS

ADP	Automated Data Processing
CCR	Change Control Request
CPO	Consolidated Payroll Office
DBA	Database Administrator
DR	Discrepancy Report
FAX	Electronic Facsimile Transmission
HR	Human Resources
ICD	Interface Control Document
IRM	Information Resources Management
JCL	Job Control Language
MSFC	Marshall Space Flight Center
NACC	NASA ADP Consolidation Center
NASA	National Aeronautics and Space Administration
NDM	Network Data Mover
NOAC	Nature Of Action Code
NPPS	NASA Personnel/Payroll System
OPM	Office of Personnel Management
RC	Requirements Change
SESAAS	Sustaining Engineering Support for Agencywide Administrative Systems
SRS	System/Software Requirements Specification
VDD	Version Description Document

APPENDIX B
GLOSSARY

GLOSSARY

Consolidation Center

Responsibility for processing and balancing payroll for all centers in the consolidated database.

Database Administration

Responsibility for maintaining the physical database environment.

Implementation

The process by which a NASA site installs a software release and places it into operational use.

Operational Preparation

Preparation by a NASA site for installation and use of an application release.

System Administration

Responsibility for administrative functions such as application security and table data maintenance associated with an application.

APPENDIX C
FUNCTIONAL CHANGE VALIDATION PROCEDURES

VALIDATION PROCEDURES
SOFTWARE RELEASE 7.3.1
PERSONNEL & PAYROLL

1. **99000068**

   A. **Purpose**: To correct government contribution for FERS Re-employed Annuitants with Retirement Codes of K, M, and N and annuitant indicator of A, C, or E.

   B. **Test Procedure:** Select employees with retirement code K,M, or N, and annuitant indicator of A, C, E. Copy person screen so manual calculation can be made for Scheduled Adjusted Basic Pay hourly rate. Formula is: Scheduled Adj-Basic-Pay/2087 x 80 hrs=bi-weekly gross for retirement deductions, government contribution should be calculated in the same manner. Rates for employees and government amounts should be verified from TRETIR for Retirement plan being tested. Give good T&A, verify from QREG amount taken from deduction. Command to BJSMM and run report 202 for each individual being tested. Cum amount at bottom of individual 202 report will show the amount of government contribution.

   C. **Validation**: Verify that deduction taken and government contribution are correct according to TRETIR. Verify from YTDADJ1 that correct amount shows under FERS (screen 2).

2. **99000069**

   A. **Purpose**: To modify the NECAPP1 "STS" file which has had a "null" value in Performance Rating Pattern (last position in the file).

   B. **Test Procedure**: Add a NOAC 990, Performance Rating, to Personnel Suspense through PERACT, then run the job NECAPP1, CAPPS Biweekly Submission.

   C. **Validation**: Verify the NECAPP1 output "STS" file has (in its last position) the Performance Rating Pattern input through the NOAC 990.

3. **99000072/99000074**

   A. **Purpose**: To verify that the correct name form is being used for printing L&E for NASA employees. To verify that wage grade employees who work split shift hours are split out on the leave and earnings statement. Base hours should show under base and hours worked under different shifts should show with the proper hours and the proper shift code, either 2 or 3.

   B. **Test Procedure:** Select employee who is wage grade. Go to TAEDIT and enter shift 2 for the first week and shift 3 for the second week, enter hours worked. Command to QREG and verify that employee was paid. Select another wage grade employee, Command to TAEDIT and enter

shift 1 for first week and shift 2 for second week. Enter 40 hours for week one and 40 hours for week two. Command to QREG and verify that employee was paid. Command to BJSMM and run NA00555, which will generate the L&E. When this is complete, run NA00557 and do a reprint of the selected employees. Print the L&E.

C. **Validation**: Verify that the correct form was used for printing the L&E's. Verify that the selected employee with shift 1 and shift 2 is shown as follows: Shift 1 should have 40 hours under column for base pay and should have 40 hours at the bottom with shift 2 beside the 40 hours. The employee with shift 2 and shift 3, should have at the bottom 40 hours with shift 2 beside it and 40 hours with shift 3 beside. This last employee should not have any hours under base hours.

4. **99000077**

   A. **Purpose**: To correct calculation of the FEGLI Age Bracket.

   B. **Test Procedure**:

      1) Set up four (4) new hires, using NOAC 100, giving each employee a FEGLI Basic coverage plus one of the optional coverages, and birth dates as indicated below:

         - An employee turning 50 before the beginning of the current pay period
         - An employee turning 50 on the 1st day of the current pay period
         - An employee turning 50 on the last day of the current pay period
         - An employee turning 50 during the next pay period

      2) Mature the Personnel Actions

      3) Process time cards for each employee

      4) Verify FEGLI deduction amounts using QREG

      5) Run Job 6, Payroll Initialization

      6) Process time cards a second time

      7) Verify FEGLI deduction amounts using QREG

   C. **Validation**: Using the TLIFE table and the QREG screen, verify the FEGLI deduction amounts are correct, based on the employees' ages.

5. **99000078**

   A. **Purpose**: To correct Employee Express processing of FEHB and TSP changes

   B. **Test Procedure**: Process FEHB and TSP changes through Employee Express.

   C. **Validation**: Verify the FEHB and TSP changes have been added to suspense properly, reflecting changed FEHB/TSP data.

NASA PERSONNEL PAYROLL SYSTEM
RELEASE DESCRIPTION
SOFTWARE RELEASE 7.3.1
AUGUST 1999

The purpose of this release is to implement the changes allocated to software release 7.3.1 described below.

SOFTWARE RELEASE 7.3.1

RC 1620s IMPLEMENTED

99000068   Govt Contribution Calculation Correction
99000072   L&E Naming Convention/ '$' Field
99000077   FEGLI Age Bracket Correction

DR 1620s IMPLEMENTED

99000057   CAPPS TX File Performance Rating
99000069   CAPPS STS File Performance Rating
99000074   L&E Wage Shift Employee Correction
99000078   EE FERS/TSP Suspense Error

APPENDIX D
INSTALLATION INSTRUCTIONS

NASA PERSONNEL PAYROLL SYSTEM
RELEASE DESCRIPTION
SOFTWARE RELEASE 7.3.1
AUGUST 1999

Introduction

Release Effective Date – August 27, 1999

Release Implementation Date - September 1, 1999

Release Inventory:

Dataset Names:

AIMS.NPPS.PROD.R731.R0899.SRC
The allocation requirements for this dataset are:

VOLUME:	Site determined
ORG:	PS
RECFM:	VB
LRECL:	4624
BLKSIZE:	4628
TRKS:	12

AIMS.NPPS.PROD.R731.R0899.DOC
The allocation requirements for this dataset are:

VOLUME:	Site determined
ORG:	PO
RECFM:	FB
LRECL:	80
BLKSIZE:	4000
TRKS:	5

Physical media:
VDD

In case of installation problems contact the NACC Technical Services Center (Use following Key Words: SESAAS & NPPS):

Telephone:	(256) 544-6673
E-Mail:	james.joyner@msfc.nasa.gov
Fax:	(256) 544-1836

Installation Sequence

The sequence in which the installation of this release should occur is provided in the following list. Applicable sections are listed in the Installation Checklist.

 1.0 Backup Existing Data
 2.0 Copy Source/Object Code
 3.0 Pre-Predict Data Conversion
 4.0 Install Predict
 5.0 Install Data Glossary
 6.0 Catalog Source Code
 7.0 Post-Predict Data Conversion
 8.0 JCL/BJS/Xerox Modifications
 9.0 Special Instructions
10.0 Installation Checklist

1.0   BACKUP EXISTING DATA

It is advisable to back up all NPPS files as a precautionary measure prior to installation of software release.

2.0   COPY SOURCE/OBJECT CODE

2.1   Copy Source Modules

When installing software release 7.3.1, load the NPPS new and modified programs from dataset AIMS.NPPS.R731.R0899.SRC using the Natural utility NATLOAD. The source programs were unloaded using the Natural utility NATUNLD. The programs will be loaded to the application library NPPS, replacing any existing programs of the same name. The source module counts included in this release are listed below:

Natural Source Modules by Type

Global Data Areas	0
Local/Param Data Areas	0
Maps	0
Helproutines	0
Subroutines	0
Subprograms	0
Programs	8
Copycode	0
Text	0
Process	0

Miscellaneous Objects	0

```
=================================
```

Total Programming Objects	08
Total Views Unloaded	0
Total Objects Read	08
Total Object Unloaded	08

2.2   List of Source Code Modifications

The following is a list of all modules that were modified for the software release 7.31.

Programs	Description of programs
EEB001	Employee Express Daily Processing
NAB555	Leave and Earnings Module
NAB557	Reprint Leave and Earnings Statement
NAB559	Reprint Leave and Earnings Statement
NAO3150B	Official Pay Record - Net
NEB9711	CAPPS TX Submission File
NEB9722	CAPPS STS Submission File
NEO3130	Payroll Master Update II

RELEASE PROGRAMS (MOD) ==>   08

3.0   PRE-PREDICT DATA CONVERSION

Not Applicable

4.0   INSTALL PREDICT

Not Applicable

5.0   INSTALL DATA GLOSSARY

Not Applicable

6.0   CATALOG SOURCE CODES

When installing software release 7.3.1, run a batch job to catalog (CATALL) all modules in the NPPS or other named library. It is not necessary to catalog the Global Data Area. The Batch standard parameters should be used for the compile.

After objects are compiled, the NPPS application will run under the On-line standard parameters.

7.0 POST-PREDICT DATA CONVERSION

Not Applicable

8.0 JCL/BJS/Xerox MODIFICATIONS

Not Applicable

9.0 SPECIAL INSTRUCTIONS

9.1 Update NPPS Release Number

The following processes will update the NPPS software numbers:

1. Execute program TOOLVRSN from the Natural Command line.
2. When installing software release 7.3.1, enter "7.3.1" for software version number.
3. Press ENTER; a confirmation message displays.
4. Press PF3 to exit the program.

10.0 INSTALLATION CHECKLIST

1.0   Back Up Existing Data
2.0   Copy Source/Object Code
6.0   Catalog Source Code
9.0   Special Instruction